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08/06/2018 11:51AM 01  
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black &  
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DEPT. 05	1620 @ \$0.10
	11 \$162.00
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DEPT. 05	1376 @ \$0.02
	11 \$27.52
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TAX1	\$254.52
	\$22.27

ITEMS 3088Q  
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# STORE

HIGH VOLUME | PRINTING

Date 8/13Job Due By 8/15 Time 1pm  
Number of Copies see below**Black and White****Color Copies** 8.5" x 14" 11" x 17" OversizedDouble Sided  As-is Reduce to \_\_\_\_\_ Enlarge to \_\_\_\_\_*a step ahead*08/14/2018 2:52PM 01  
000000#6528 CLERK019 @ \$0.10DEPT. 05 T1 \$0.90240 @ \$0.10\$24.0016 @ \$0.50265 @ \$0.02\$5.304 @ \$2.00DEPT. 05 T1 \$8.00\$46.20\$4.04ITEMS 534Q  
CASH \$50.24**Copies/Prints****Scanning** Black & White  Color Color As-is 8.5" x 11 8.5" x14" 11"x17" As-is PDF TIFF JPEG

OCR / Searchable

 YES NO

\*Only PDFs can be made searchable

How would you like your file(s) tagged / named?

*a step ahead**Keeping your* **Trial Exhibits / Wide Format**36  30 x 40 Other \_\_\_\_\_ Mounted on Foamcore36  30 x 40 Other \_\_\_\_\_ Mounted on Foamcore*a step ahead**Keeping your* **Finishing** Velo Comb Coil Thermal (tape)

Original Bound

 Yes No

Color of Cover

 Front \_\_\_\_\_ Back \_\_\_\_\_**Collating****Tabs****Drilling****Bates Numbering**

- Stapled
- Paper-Clipped
- Rubberbanded
- Color Divider Sheets

- Bottom Exhibit Letter
- Side Exhibit Letter
- Side Letter
- Side Number
- Custom

- 3-Hole
- 2-Hole
- Prong-Fasteners
- 3-Ring View Binder

 Digital (copies only) Manual (original only) Start with \_\_\_\_\_ Prefix \_\_\_\_\_ (digital only) Suffix \_\_\_\_\_ (digital only)*a step ahead***Bill to**Company Anna

Attention \_\_\_\_\_

PO# / Ref. \_\_\_\_\_

**For Questions Please Contact**Name 854100Phone 854100

Email \_\_\_\_\_

**Additional Instructions**4 setsAdd W-2& top sectionto each2 hole add